

Registration and Payment Guidelines for the 29th Annual Children's Network Conference

There are **three** ways to register and pay:

1. Department:

If your **department** will be paying for the registration, **please fill out an EAP and registration form and send it through the appropriate channels within your department for approval.** Once approved, please confirm with your fiscal agent/department that your EAP and registration form was sent to Children's Network.

2. Employee MOU Tuition Funds:

If you will be using your **MOU Tuition Funds**, **you will be required to pay the registration fee first.** Once you have attended the conference, you can send your proof of attendance to your fiscal agent/department and your department will reimburse you. **Children's Network is not responsible for making sure you have made a payment and we will not be able to register you in your preferred sessions until payment has been received.** Please send your payment, approved EAP, and registration form to Children's Network.

3. Individual:

If you will be paying for your **own registration**, please send payment and registration form to Children's Network.